



STATE OF ARKANSAS
Department of Finance
and Administration

OFFICE OF STATE PROCUREMENT

1509 West Seventh Street, Suite 300

Little Rock, Arkansas 72201-4222

Phone: (501) 324-9316

Fax: (501) 324-9311

<http://www.arkansas.gov/dfa/procurement>

OSP Policies

EVALUATION OF PROPOSALS

The evaluation phase of the solicitation process is critical to ensuring an open and competitive process while allowing the agency to make a recommendation of the vendor who will provide the best commodity or service to the State.

This policy is applicable to ALL solicitations which utilize an evaluation committee to make a recommendation for the award of a contract. These solicitations types include Request for Proposals (RFP) and Request for Qualifications (RFQ) issued by the Office of State Procurement (OSP), State Agencies, Boards and Commissions, and Colleges and Universities.

A procurement official/representative of OSP, the State Agency, the Board or Commission, or College or University **shall** be responsible for the procurement process, which includes facilitation of the evaluation. This official representative **shall not** serve as an evaluator on the evaluation committee.

• **EVALUATION COMMITTEE TRAINING**

Prior to receiving copies of the vendors' proposals, all evaluation committee members **shall** participate in evaluation committee training sponsored either by OSP or an Agency Procurement Official (APO).

• **EVALUATION COMMITTEE STRUCTURE**

1. Evaluation committee members **shall** be selected based on their knowledge or expertise with regard to the commodity or service being evaluated.
2. Should an agency not have employees with the knowledge or expertise to serve as an evaluator, the agency may request employees of other State Agencies, State Boards and Commissions, or Colleges and Universities to serve as evaluators.
3. Should an agency desire to use qualified employees from other governmental entities outside of State agencies or private sector companies, prior written approval **must** be obtained from the OSP Director or the agency's APO.
4. Evaluation committee members **must** be unbiased toward all vendors and subcontractors included in the evaluation.
5. Evaluation committee members **shall not** have a financial interest, ownership interest, employee interest, or personal interest with any of the respondents or related parties, including identified subcontractors, who have submitted proposals in response to the Bid Solicitation.
6. Evaluation committee members **must** sign a Confidentiality Agreement and Disclosure Statement prior to participating in the evaluation process.
7. Supervisors and their subordinates **shall not** serve jointly on the same evaluation committee without prior written approval from the OSP Director or the agency's APO.
8. Agency Directors, University or College Presidents **shall not** serve as evaluation committee members without prior written approval from the OSP Director or the agency's APO.

- **EVALUATION PROCESS**

1. The integrity of the evaluation process **shall** be protected.
2. Confidentiality **shall** be maintained throughout the procurement process. Information relevant to the procurement process, the evaluation, or to any vendor's proposal **shall not** be discussed with, nor disclosed to, any person not officially participating in the procurement/evaluation.
3. Evaluation of proposals **shall** be based on the evaluation factors as set forth in the Bid Solicitation.
4. Each committee member **shall** individually evaluate and score each proposal. After individual evaluations are complete, the committee members **shall** meet to discuss their findings.
5. Evaluators' individual scores will be added together and averaged to determine each vendor's final technical score/ranking. The final technical scores/ranking **must** be supported by group consensus.
6. On behalf of the evaluation committee, the evaluation chairperson **shall** provide a written outcome of the final scores/ranking to the procurement official/representative.
7. All pricing submitted in response to a RFP **shall remain sealed** until after the completion of the evaluation of technical proposals.

- **EXCEPTION SPECIFIC TO ABA**

Generally, this policy does not include RFQ's for design professionals which are reviewed by the Arkansas Building Authority (ABA). Agencies under ABA review authority may utilize OSP procedures if not in conflict with ABA Minimum Standards and Criteria.